



# CITY OF HOUSTON

## Job Posting

	AP	
1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	ADMINISTRATIVE COORDINATOR
3	<b>Posting Number</b>	PN# 112679
4	<b>Department</b>	Department of Public Works & Engineering
5	<b>Division</b>	Public Utilities Division
6	<b>Section</b>	Water Production
7	<b>Reporting Location</b>	611 Walker*
8	<b>Workdays &amp; Hours</b>	M – F; 8:00 am – 5:00 pm*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL DUTIES</u></b> Performs varied professional administrative functions associated with organizing the development and implementation of administrative and supervisory activities of Water Production Branch. Guides, trains, and evaluates staff. Prepares, edits and revises division correspondence. Participates in special projects as assigned by the division head. Will interact with Deputy and Assistant Directors. Actively participates in budget preparation and analysis exercises. Plans, initiates and implements programs and services to meet the immediate and long-range needs of the division. This is an Emergency Management Tier II position.	
10	<b><u>WORKING CONDITIONS</u></b> This position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor’s degree in Business Administration, Liberal Arts, or a related field.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Five (5) years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> Requires valid Texas Driver’s License and compliance with the City of Houston’s policy on driving (AP 2-2).	
14	<b><u>PREFERENCES</u></b>	None
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b>	None However, the Department may administer a skill assessment evaluation.
16	<b><u>SAFETY IMPACT POSITION</u></b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range - Pay Grade 24</div><div>\$1,760 - \$2,078 Biweekly \$45,760 - \$54,028 Annually</div></div>	
18	<b><u>OPENING DATE</u></b>	August 23, 2006
19	<b><u>CLOSING DATE</u></b>	Open Until Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. <b>Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>  An equal opportunity employer	